



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**FORMAL COMMUNICATION**

**TO:** Indiana's Workforce Investment System

**FROM:** Nate Klinck *NK*  
Policy and Grant Administrator

**DATE:** March 18, 2009

**Technical Assistance Bulletin  
TAB 2008-16**

**Weather Disaster National Emergency Grant, September 2008 Storms  
WorkOne Procedures**

***Background***

In September 2008, a number of counties in Indiana experienced a series of catastrophic weather events that resulted in the affected counties being declared disaster emergencies by Governor Mitch Daniels. In response to these events, the Indiana Department of Workforce Development (DWD) submitted a National Emergency Grant (NEG) request to the United States Department of Labor (USDOL). On January 29, 2009, DWD was notified by the USDOL that its NEG application had been approved, and that DWD should commence offering services under the NEG.

The purpose of NEG Disaster Grants is to create temporary jobs (Disaster Relief Employment) to assist in the cleanup and restoration efforts as a result of the disaster. These temporary jobs also include working on projects that provide food, clothing, shelter and other humanitarian assistance for disaster victims. The work may be done through public and private agencies, and organizations engaged in such projects.

Participants in this program initially will be eligible to receive temporary employment, to assist local areas with cleanup and/or related humanitarian assistance and to receive supportive services funded by the NEG.

In addition, the NEG allows for the provision of dislocated worker services to individuals who were dislocated from work as a result of the recent flooding disaster. Local WorkOne Centers and WorkOne Express offices will provide services to the potential program participants, contacting them to notify them of the program, determining eligibility, referring them to the temporary employer of record, and providing workforce investment system services.

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### ***Purpose***

To provide guidance for WorkOne offices that will be assisting NEG participants

This Technical Assistance Bulletin will provide guidance for:

- 1) Determining Eligibility for Disaster-Related NEG Participants
- 2) How to Process Eligible Participants within the Integrated WorkOne System
- 3) How to Document NEG-related Service Delivery

### ***Content***

#### ***Determining Eligibility for Disaster-Related NEG Participants***

Individuals are eligible to participate in the NEG Disaster Program if they are at least 18 years old, and meet one of the following prioritized criteria:

**1<sup>st</sup> Priority** – have been temporarily dislocated as a result of the disaster;

**2<sup>nd</sup> Priority** – are eligible dislocated workers as defined in the Workforce Investment Act (WIA) Section 101 (9) (B), (C), and (D) and not receiving unemployment insurance or other types of income support;

**3<sup>rd</sup> Priority** – are considered *long-term unemployed*, defined for purposes of this NEG grant in Indiana as, *an individual that was seeking work for a minimum of 90 days prior to the date of the disaster and not receiving unemployment insurance or other types of income support.*

#### ***Processing Eligible Participants within the Integrated WorkOne System***

WorkOne offices offering this NEG Disaster Program will be provided with a list of individuals who have applied for Disaster Unemployment Assistance (DUA), dislocated workers whose benefits have recently expired or been exhausted and long-term unemployment insurance exhaustees.

- Staff from WorkOne offices will be asked to contact these individuals to potentially participate in the NEG Disaster Program.
- If a person is interested in participating, staff should invite the potential participant to visit the WorkOne office in order to register for the program.
  - Declining participation in the NEG Disaster Program does not change an individual's eligibility for Workforce Investment Act Dislocated Worker and/or Adult programs.

Potential participants for the NEG Disaster Program are to be served in the same manner as any other customer of the WorkOne system.

- Each must be greeted, and if not previously enrolled in TrackOne, given an initial assessment, and determined if eligible.
- If a customer is determined eligible for WIA Dislocated Worker programs, is a candidate for employment, and meets the above eligibility criteria, the participant should be referred to the employer of record for the NEG Disaster Program.

*Documenting NEG-related Service Delivery*

Service delivery for Disaster NEG Program participants will be documented in a manner consistent with WIA Regulations as they pertain to Dislocated Workers.

TrackOne will automatically determine eligibility for the NEG Disaster Program.

- If the individual is dislocated as a result of the September storms, staff members must indicate this in the *Reason for Dislocation* section of the TrackOne application.

If a participant is referred to the temporary employer of record:

- Staff will enter a job referral service in TrackOne, and indicate in the case notes whether the individual is eligible under Priority 1, Priority 2, or Priority 3. The funding stream for this service is **Sept 2008 Storms NEG IN-09**.

If a participant is “hired” for temporary disaster recovery positions:

- The temporary employer of record will provide WorkOne with the list of individuals that have been “hired” and have begun work.
- After receiving notice that a participant has begun work, staff will enter a staff-assisted service, entitled **Temporary Disaster Relief Employment**, into TrackOne. The funding stream for this service is **Sept 2008 Storms NEG IN-09**.
  - For purposes of the NEG Disaster Program, employment in the temporary positions is considered to be a staff-assisted service.

After a participant has received the staff-assisted service (has begun work), he/she is eligible for supportive services. If a participant will receive supportive services:

- Staff will enter the supportive service, entitled **NEG Supportive Service**, into TrackOne. The funding stream for this service is **Sept 2008 Storms NEG IN-09**.
  - Participants in the NEG Disaster Program are eligible for the same supportive services allowed under the WIA Dislocated Worker program.

***Action***

WorkOne staff should follow this guidance when serving potential participants in the September 2008 Storms, Weather Disaster National Emergency Grant Program.

**Questions regarding this TAB may be directed to:**

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***Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/2554.htm>.***